

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 48

December 16, 2008

**SUBJECT: MISCELLANEOUS MANUAL AMENDMENT AND FORM ACTIVATION, HANDHELD RADIO ISSUANCE FORM, TEMPORARY FORM 336 - ACTIVATED**

**PURPOSE:** The Department is currently conducting XTS-5000 Handheld Radio Pilot Programs at 77<sup>th</sup> Street Area and Northeast Area to assign individual XTS-5000 handheld radios to all field officers. Upon completion of this pilot program, the Department will then assign the XTS-5000 handheld radios to all Department personnel and will no longer use Area kitrooms for distribution.

Currently, Department Manual Section 2/550.20 states that Gang Enforcement Detail (GED) officers and supervisors shall "check out and return all field equipment, including ASTRO radios, shotguns, and vehicles to the Area kitroom on a daily basis."

This Order amends Department Manual Section 2/550.20 and 3/621.10; and activates the Handheld Radio Issuance Form, Temporary Form 336.

**PROCEDURE:**

- I. HANDHELD RADIO ISSUANCE FORM, TEMPORARY FORM 336 - ACTIVATED.** The use of the newly-activated Handheld Radio Issuance Form changes the manner in which radios are being distributed to Department personnel.
  - A. Use of Form.** The use of the Handheld Radio Issuance Form will document the distribution of assigned XTS-5000 radios to Department personnel.
  - B. Completion.** Completion of this form is self-explanatory.
  - C. Distribution.**
    - 1- Original, Commanding Officer, Emergency Command Control Communication Systems Division.
    - 1- Employee's Divisional Employee Folder.
    - 1- Commanding Officer, Area/division of assignment.
    - 3- TOTAL

**II. DEPARTMENT MANUAL SECTION 2/550.20, ADMINISTRATIVE REVIEW, SHALL BE REVISED AS FOLLOWS:**

- \* Gang Enforcement Detail Personnel who have been permanently assigned a handheld radio and have completed a Handheld Radio Issuance Form (Temporary Form 336) are not required to check out or return their assigned radios to the Area kitroom on a daily basis.
- \* Delete the "Exceptions" clause under Department Manual Section 2/550.20, which states, in part: "In exigent circumstances, approval may be obtained from the Chief's Operations Duty Officer (telephonic approval is acceptable; however, his/her signature shall be obtained as soon as practicable)."
- \* Delete the verbiage "ASTRO radios" from the "Exceptions" clause under Department Manual Section 2/550.20.

**The remainder of the section remains unchanged.**

**FORMS AVAILABILITY:** The Handheld Radio Issuance Form will be available on the Department's Local Area Network (LAN), within LAPD Forms. A copy of this form is attached for duplication and immediate use.

**AMENDMENTS:** This Order amends Department Manual Sections 2/550.20 and 3/621.10.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Emergency Command Control Communication Systems Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



**WILLIAM J. BRATTON**  
Chief of Police

Attachment

DISTRIBUTION "D"

## HANDHELD RADIO ISSUANCE FORM

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Serial No.: \_\_\_\_\_

Area/Division: \_\_\_\_\_

Date of Radio Issue: \_\_\_\_\_

Radio Model Type: \_\_\_\_\_

Radio ID/Modat: \_\_\_\_\_

Radio Serial No.: \_\_\_\_\_

Single Unit Charger: Yes ☐ No ☐

Charger Serial No.: \_\_\_\_\_

### HANDHELD ACCESSORIES:

Battery: YES ☐  
NO ☐

Antenna: YES ☐  
NO ☐

Speaker mic: YES ☐  
NO ☐

Belt clip: YES ☐  
NO ☐

Radio holster: YES ☐  
NO ☐

Accessory adapter: YES ☐  
NO ☐

List any other accessories below:

This radio is assigned to you and it is your responsibility to maintain it. All of the above equipment issued to you shall be returned to your Area/Division upon transferring to another Area/Division. Should your radio or any of its accessories be lost, stolen, missing, damaged or destroyed, you **shall** notify a supervisor immediately.

***For reporting or investigating the loss, theft, damage, or destruction of handheld radios or any accessories, officers and supervisors shall follow the reporting procedures delineated in Department Manual Section 3/579.20.***

*For repairs, please contact the Radio Shop, Piper Technical, at (213) 473-2744.*

SIGNATURE OF ACCEPTANCE: \_\_\_\_\_

DATE: \_\_\_\_\_

EQUIPMENT ASSIGNED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

### WATCH COMMANDER OR OFFICER IN CHARGE

SIGNATURE: \_\_\_\_\_

SERIAL NO.: \_\_\_\_\_

DATE: \_\_\_\_\_

## HANDHELD RADIO ISSUANCE FORM

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Serial No.: \_\_\_\_\_

Area/Division: \_\_\_\_\_

Date of Radio Issue: \_\_\_\_\_

Radio Model Type: \_\_\_\_\_

Radio ID/Modat: \_\_\_\_\_

Radio Serial No.: \_\_\_\_\_

Single Unit Charger: Yes ☐ No ☐

Charger Serial No.: \_\_\_\_\_

### HANDHELD ACCESSORIES:

Battery: YES ☐  
NO ☐

Antenna: YES ☐  
NO ☐

Speaker mic: YES ☐  
NO ☐

Belt clip: YES ☐  
NO ☐

Radio holster: YES ☐  
NO ☐

Accessory adapter: YES ☐  
NO ☐

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SIGNATURE: \_\_\_\_\_ SERIAL NO.: \_\_\_\_\_ DATE: \_\_\_\_\_

## HANDHELD RADIO ISSUANCE FORM

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Serial No.: \_\_\_\_\_

Area/Division: \_\_\_\_\_

Date of Radio Issue: \_\_\_\_\_

Radio Model Type: \_\_\_\_\_

Radio ID/Modat: \_\_\_\_\_

Radio Serial No.: \_\_\_\_\_

Single Unit Charger: Yes ☐ No ☐

Charger Serial No.: \_\_\_\_\_

### HANDHELD ACCESSORIES:

Battery: YES ☐  
NO ☐

Antenna: YES ☐  
NO ☐

Speaker mic: YES ☐  
NO ☐

Belt clip: YES ☐  
NO ☐

Radio holster: YES ☐  
NO ☐

Accessory adapter: YES ☐  
NO ☐

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